

<b>HUMAN RESOURCES MEMORANDUM 22-015</b>		DATE ISSUED: 09/12/2022
SUBJECT: <b>ADMINISTRATIVE TIME OFF – CALIFORNIA WILDFIRES</b>		REFERENCE: <a href="#">CalHR Manual Section 2121 – ATO</a>
TO: All Department of General Services (DGS) Employees		SUPERCEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH ALL EMPLOYEES**

**Purpose**

The purpose of this memorandum (memo) is to provide employees with information regarding Administrative Time Off (ATO) for employees impacted by a California wildfire that is a Governor Declared State of Emergency and the weekly reporting requirement for DGS Programs related to wildfires. Additionally, the memo outlines the State Employee Assistance Program (EAP) resources for employees and their families who may be indirectly or directly impacted by California wildfires.

**Weekly Required Reporting**

Beginning Wednesday, September 14, 2022, the [Employee ATO Fire Tracking.xlsx](#) spreadsheet must be completed weekly by each Program and submitted to the Office of Human Resources (OHR) by close of business each Wednesday to [dgshumanresources@dgs.ca.gov](mailto:dgshumanresources@dgs.ca.gov). The spreadsheet can be downloaded from the [OHR Resources](#) page on the SharePoint site.

**Note: DGS Programs are required to include anyone who may be evacuated but remains working in office or teleworking or who has been granted ATO.**

**Process to Request Administrative Time Off**

The responsibilities for the employee, supervisor, Program Administration Manager, and OHR are outlined below:

Employee Responsibilities

- Employees should notify their supervisors immediately if impacted by a wildfire that is a Governor Declared State of Emergency.
- Employees and supervisors should discuss if telework is an option and review the ATO criteria outlined in California Code of Regulations (CCR) Section [599.785.5](#) and the California Department of Human Resources (CalHR) [Manual Section 2121 – ATO](#).

Supervisor Responsibilities

- When a supervisor has confirmed an employee meets the ATO criteria outlined above, an immediate request should be submitted to the Program's Administration Manager. The following information must be included:

- Employee name
- Division and Office
- Classification
- City (both worksite and residence)
- Which CCR Section [599.785.5](#) provision(s) the employee qualifies for
- Anticipated number of ATO days/hours

#### Program Administration Manager Responsibilities

- Upon receiving a request for ATO from a supervisor, submit the request immediately to DGS OHR at [dgshumanresources@dgs.ca.gov](mailto:dgshumanresources@dgs.ca.gov).
- Coordinate approval, denial, and pending ATO requests with OHR.
- Provides Employee and Supervisor with the Project Accounting and Leave (PAL) ATO alias to notate ATO usage in employee's timesheet.
- Monitor ATO to ensure it does not extend beyond the approved number of days/hours.
- Request extensions from OHR when applicable.
- Maintain documentation for audit purposes.

#### OHR Responsibilities

- OHR will review each request to ensure the request meets all outlined criteria, discuss telework questions, and when applicable seek approval from CalHR.
- Provides Program Administration Manager PAL ATO alias to ensure usage is tracked in employee's timesheet.

### **Employee Assistance Program (EAP) Resources**

Information and resources are available on the [CalHR Wildfire Resource](#) page, including tips and strategies on how to prevent, prepare for, and cope with wildfires on the [EAP Support for Wildfires](#) page.

Magellan Healthcare, EAP's service provider, has a free 24-hour crisis line available for individuals who may be impacted by the California wildfires. State of California employees and their dependents, eligible for EAP services, needing support may call the EAP toll free number (866-327-4762) or visit the [EAP website](#) to access individual, and family resources.

To assist the community, Magellan also offers victims, family members and friends who may be impacted by the California wildfires, confidential consultation services by calling 1-800-327-7451. Magellan can provide other resources, such as referrals to local non-profit organizations and additional community-based support to assist impacted individuals.

#### EAP Questions

Contact the DGS EAP Coordinator at [DGS-EAP@dgs.ca.gov](mailto:DGS-EAP@dgs.ca.gov) or reference the DGS [EAP SharePoint site](#).

## Questions

If employees have questions not addressed in this memorandum, employees are encouraged to contact their manager/supervisor and/or employee representative as appropriate.

**JENNIFER GOTHIER**, Personnel Officer  
Office of Human Resources